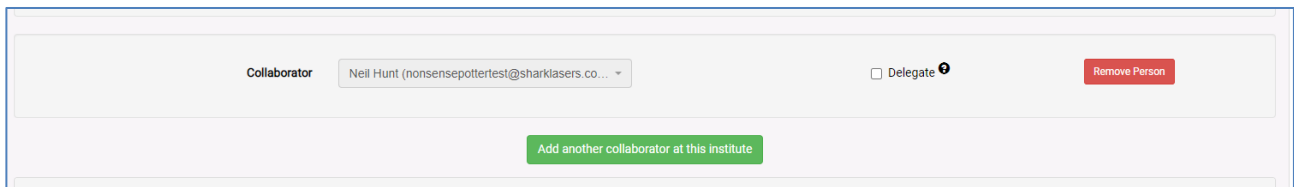


1. Project Administration

1.1 Collaborator Removal

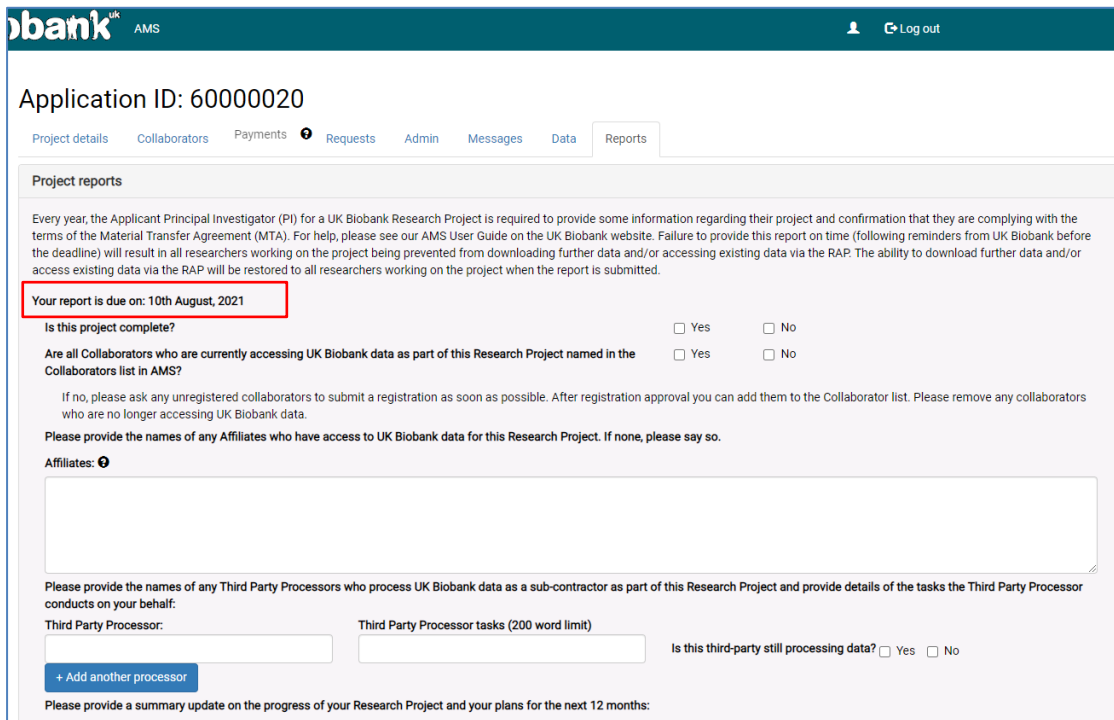
- Removal of a collaborator can be done through the collaborators tab in your project, clicking on the 'remove person' button.



- Should you wish to remove a Lead Collaborator and subsequently a collaborating institute, the following will need to be confirmed via a message in AMS or email to access@ukbiobank.ac.uk:
 - Confirmation that the data has been destroyed or rendered inaccessible at the collaborating institute.
 - Any derived results have been returned to us via the correct method
- The Access team can then remove the institute and will void any outstanding MTA for the institute.

1.2 Annual Reports

- The Annual Report must be completed yearly from the Project start date and at Project completion.
- The PI should complete the 'Applicant Annual Report' and subsequent Lead Collaborators should complete the 'Collaborator Annual Report'
- A blank copy of the report can be found in the 'Reports' tab of your Project.
- This will become available 3 months before the Due Date.



Progress to date: ⓘ

Plans for next twelve months: ⓘ

Please provide details of any research output (e.g. websites, patents, GWAS summary statistics location) and list all publications (including pre-prints and peer-reviewed publications) from this Project since your last Annual Project Report. If none, please say so:

Research Outputs: ⓘ

Publications: ⓘ

DOI:

+ Add another DOI

I certify

I am the Applicant PI of the Research Project identified above; Yes No

I am the Lead Collaborator at the Collaborator Institution and of the Research Project identified above; Yes No

I am aware of all research being undertaken for the Research Project identified above; and Yes No

The research conducted by the Collaborator Institution is within the parameters of the Research Project's approved scope and the progress of the research is consistent with the Applicant PI's project update; and Yes No

The provisions of the relevant Material Transfer Agreement(s) (including any applicable amendments and updates) and the Annexes are being complied with. Yes No

Preview Submit

- PI's and Lead Collaborators will be notified by email at this time to complete the form, and will continue to receive reminders until 30 days after the due date has passed.
- After 30 days have passed and if no Annual Report has been submitted, access to the data will be paused. The 'Project details' and 'Reports' tab will be the only tabs available.
- Upon submission of the Annual Report, access will be restored.
- The 'Reports' tab will not be available again until 3 months before the next due date.
- A pdf copy of the report can be downloaded following completion and submission.

1.3 Publications

You are required to provide UK Biobank with details of the contents of any publication using UK Biobank data **at least 2 weeks** prior to publication.

- To advise UK Biobank of an upcoming publication that you cannot upload to AMS please email access@ukbiobank.ac.uk with an attachment.
- Once published, please insert a weblink to the publication in the text box within the 'Publications' area of the 'Admin' tab and click 'Add' to add this to your list of publications:

Publications

Please provide PubMed or similar references to publications on this research

Please upload all abstracts, on-line reports, publications, and their expected first public release. If you cannot provide a weblink to your publication then please upload a PDF of it in the conferences section below

<http://www.ukbiobank.ac.uk/2018/01/regeneron/> Add

- Your publication will then become visible. If you need to remove a link click the 'Remove' button.
- If you cannot provide a link to your article, please upload it in the 'Conferences' section of the 'Admin' tab, situated below the 'Publications' area.

1.4 Conferences

You are required to provide UK Biobank with details of any conferences using UK Biobank data at least 2 weeks prior to the conference.

- To advise UK Biobank of an upcoming conference please send a Message via AMS or an email to access@ukbiobank.ac.uk.
- Please upload any relevant information to AMS by clicking the 'Browse...' button in the 'Conferences' area of the Admin tab.
- Select the file that you would like to upload and click 'Open'. Please be advised that only .pdf files can be uploaded and there is a limit of 10MB per file.
- Once your file name appears next to the 'Browse...' button, click 'Upload':

The screenshot displays the 'Conferences' section of the UK Biobank Admin interface. At the top, it says 'Conferences' and 'Please upload conference presentations on this research'. Below this, there is a 'Browse...' button (highlighted with a red box) and a file input field containing '(1) *Sample Conference.pdf'. To the right of the input field is an 'Upload' button (also highlighted with a red box). A tooltip on the left side of the interface reads: 'Please only upload .pdf files up to maximum file size of 10MB per file'.

- Once uploaded, the document will become visible in this area and you can click on the document file name to review it.
- If you need to remove a document from this area, click the 'Remove' button to the right of the document file name.